

The Payment Card Industry Data Security Standards (PCI DSS) is a set of comprehensive requirements for enhancing payment account data security. It was developed to help facilitate the broad adoption of consistent data security measures on a global basis. The core of the PCI DSS is a group of principles and accompanying requirements, around which the specific elements of the PCI DSS are organized. PCI DSS requirement 12.7 states, "Screen potential employees to minimize the risk of attacks from internal sources..." "The background check should be exhaustive enough to reduce the risk of fraud from internal sources. Examples of criteria, if permissible by law, include employment history, criminal records, credit history, and reference checks". For additional information, please visit [PCI Security Standards Council](#).

The completed original form must be submitted to Human Resources, PC 234. For questions and/or assistance in the completion of the form, please contact [Merchant Solutions](#) at (305) 348-3888.

Department Name: Merchant (Location) Name:

Supervisor Name: E-mail:

Supervisor's Title: Telephone:

Please conduct a level II background check for the following employee:

Employee's Name: E-mail:

Position Title: Telephone:

Employee's Signature Panther ID: Date:

Reason for requesting level II background check:

- New employee will be involved in payment card processing or will have access to sensitive credit card data.
- Existing employee with new job responsibilities that include payment card processing and/or access to sensitive credit card information.

Do not write below this line: HR and Controller's Office Use Only:

Employee Cleared Background Check: Yes No Other (explain): _____

Employee Completed Fingerprinting: Yes No

HR Employee Name: Signature: Date

CON Employee Name: Date Received: